

9 October 1992

READINESS MANAGEMENT

1. **Objective.** As prescribed in AFR 8-10, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower requirement to accomplish the tasks described in the work center description (WCD) for varying levels of workload volume.
2. **Authority.** The 85- and 93-series of Air Force (AF) and Air National Guard (ANG) directives contain AF and ANG policy and procedural guidance for Readiness Management. This ANGMS has been developed in accordance with procedures contained in AFR 25-5 and is the result of a functional review.
3. **Applicability.** This standard applies to all Air National Guard flying units plus the Combat Readiness Training Centers (CRTC) at Volk Field, WI; Phelps-Collins, MI; Savannah, GA; and Gulfport, MS. Excludes the four Air National Guard bases at Buckley, CO; Otis, MA; Rickenbacker, OH; and Selfridge, MI.
4. **Standard Data:**
 - a. **Classification.** Type III.
 - b. **Approval Date.** 10 Dec 91.
 - c. **Manpower Data Source.** Staffing Pattern.
 - d. **Standard Manpower Equation.** $Y = 1$ (Constant Manpower).
 - e. **Workload Factor:** N/A.
5. **Application Instructions.** Apply this standard using the manpower equation in Para 4d.
6. **Statement of Conditions.** This work center's normal hours of operation are a 40 hour work week with variance of daily operating hours from an 8 hour/5 day week, a 10 hour/4 day week, or a 9 hour/5 day week, combined with a 3 day/9 hour and a 1 day/8 hour week.

BY ORDER OF THE SECRETARY OF THE AIR FORCE:

JOHN B. CONAWAY
Lieutenant General, USAF
Chief, National Guard Bureau

OFFICIAL

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Director
Administrative Services

2 Attachments
1. **Work Center Description**
2. **Standard Manpower Table**

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WORK CENTER DESCRIPTION**Readiness Management****DIRECT:****1. PRIME BASE ENGINEER EMERGENCY FORCE (BEEF) PROGRAM:****1.1. COORDINATES TRAINING PROGRAM:**

1.1.1. COORDINATES INDIVIDUAL HOME STATION TRAINING. Schedules individual for training. Notifies individual.

1.1.2. COORDINATES INDIVIDUAL OFF-BASE TRAINING. Schedules individual for training. Notifies individual. Assists in preparation and coordination of orders and transportation requirement.

1.1.3. COORDINATES GROUP HOME STATION TRAINING:

1.1.3.1. COORDINATES CLASSROOM TRAINING. Schedules training. Notifies personnel. Ensures trainer is available.

1.1.3.2. COORDINATES BIVOUAC TRAINING. Plans and coordinates training exercise. Notifies personnel.

1.1.4. DOCUMENTS TRAINING RECORD. Makes initial annotation on individual's OJT record. Updates individual's computerized training record as required.

1.1.5. REVIEWS TRAINING RECORD FOR CURRENCY.

1.1.6. IN-BRIEFS PRIME BEEF TEAM MEMBER. Briefs individual on mobility requirement and procedures.

1.1.7. PROVIDES GUIDANCE TO TEAM CHIEF.**1.2. COORDINATES PRIME BEEF EXERCISE:**

1.2.1. COORDINATES HOME STATION EXERCISE. Initiates recall. Conducts, documents, and evaluates exercise.

1.2.2. COORDINATES DEPLOYMENT EXERCISE:

1.2.2.1. COORDINATES INDIVIDUAL EXERCISE. Coordinates TDY order. Notifies individual. Acts as liaison between individual and TDY station.

1.2.2.2. COORDINATES GROUP/TEAM EXERCISE. Coordinates TDY order. Notifies personnel. Acts as liaison between personnel and TDY station. Documents exercise.

1.2.2.3. PREPARES THE STATUS OF RESOURCES TRAINING SYSTEM (SORTS). Prepares the SORTS on formal training for PRIME BEEF team members.

1.3. PROVIDES NON-STORAGE LOGISTIC SUPPORT:

1.3.1. INVENTORIES/INSPECTS MOBILITY EQUIPMENT. Performs inventory in accordance with AFR 93-3, Air Force Civil Engineering Prime Base Engineer Emergency Force (BEEF) Program. Ensures replacement item is requisitioned. Performs periodic inspection.

1.3.1.1. INVENTORIES INDIVIDUAL TOOL KIT.**1.3.1.2. INVENTORIES MOBILITY BAG.**

1.3.1.3. INVENTORIES TEAM KIT, CONTINGENCY SUPPORT SET (CSS), HOME STATION TRAINING SET, AND RAPID RUNWAY REPAIR (RRR) MINI KIT.

1.3.2. REVIEWS PRIME BEEF EQUIPMENT ACCOUNT:**1.3.2.1. REVIEWS SUPPLY LISTING.**

1.3.2.2. FILLS OUT REQUISITION FORM. Fills out and forwards equipment/supply request.

1.3.2.3. WRITES EQUIPMENT JUSTIFICATION. Monitors Prime Beef equipment directives; submits justification for equipment change.

1.4. PROVIDES STORAGE LOGISTIC SUPPORT:

1.4.1. INVENTORIES/INSPECTS MOBILITY EQUIPMENT:

1.4.1.1. INVENTORIES MOBILITY BAG.

1.4.1.2. INVENTORIES PRIME BEEF TOOL KIT.

1.4.1.3. INVENTORIES TEAM KIT, CONTINGENCY SUPPORT SET (CSS), HOME STATION TRAINING SET, AND RAPID RUNWAY REPAIR (RRR) MINI KIT.

1.4.2. ORDERS REPLACEMENT ITEM. Fill out and forwards equipment/supply request.

1.4.3. RECEIVES AND STORES REPLACEMENT ITEM.

1.4.4. ENSURES PROPER STORAGE OF MOBILITY EQUIPMENT SUPPLIES.

1.4.5. ISSUES MOBILITY EQUIPMENT. Performs issue inventory in conjunction with individual; maintains documentation; and refits bag.

1.4.6. PROCESSES MOBILITY EQUIPMENT UPON TURN-IN. Performs inventory in conjunction with individual.

1.4.7. REVIEWS SUPPLY LISTING. Reviews due-in status of mobility replacement item. Monitors equipment listing.

1.4.8. WRITES EQUIPMENT JUSTIFICATION. Monitors Prime Beef equipment directives; submits justification for equipment change.

1.4.9. COORDINATES MOBILITY SUPPORT. Coordinates with host flying base on required mobility support and also with MAC for transportation of equipment. Coordinates deployment plans with MAC, AF, and NGB.

1.4.10. PROCESSES HOST-TENANT AND INTER-SERVICE SUPPORT AGREEMENT. Processes and monitors host-tenant and inter-service support agreement with host base, AF, NGB or other applicable agencies.

1.5. REVIEWS POSITION REQUIREMENT:

1.5.1. REVIEWS CONVERSION ACTION. Coordinates with appropriate agency on personnel action.

1.5.2. MAKES TEAM ASSIGNMENT.

1.5.3. UPDATES PERSONNEL ROSTER.

1.5.4. REPOSTURES TEAM AS DIRECTED BY MAJCOM.

1.5.5. REVIEWS PERSONNEL DEPLOYABILITY:

1.5.5.1. REVIEWS LEAVE/TDY SCHEDULE.

1.5.5.2. REVIEWS MEDICAL PROFILE. Reviews unit Medical Profile change for deployability status.

1.6. REVIEWS PRIME BEEF WEAPONS/MUNITIONS ACCOUNT:

1.6.1. FORECASTS REQUIREMENT. Reviews Prime Beef weapons/munitions requirement. Submits reason for future requirement.

1.6.2. INVENTORIES WEAPON/AMMUNITION.

1.6.3. ENSURES WEAPON IS CLEANED. Ensures weapon is cleaned upon post-exercise turn-in.

1.7. UPDATES PLAN:

1.7.1. UPDATES UNIT/BASE MOBILITY PLAN. Annually updates and briefs Unit Mobility Plan and associated checklist.

1.7.2. UPDATES BCE DISASTER PREPAREDNESS ANNEX OF THE BASE RECOVERY PLAN. Annually updates and briefs Base Recovery Plan and associated checklist.

1.7.3. REVIEWS AND UPDATES LOAD LIST.

1.8. MAINTAINS PRIME BEEF LIBRARY. Maintains regulation, documentation, and training material in accordance with AFR 93-3.

1.9. ACCOMPLISHES UNIT STATUS REPORT. Submits report to requesting agency. Briefs unit status.

1.10. ATTENDS MOBILITY MEETING.

2. UNIT TRAINING ASSEMBLY (UTA) PREPARATION. Prepares training material to ensure military personnel will meet contingency requirements upon mobilization.

INDIRECT: Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are Supervision, Administration, Meetings, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for the standard indirect description.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Readiness Management/441000			Y = 1 (Constant Manpower)								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Production Control	555X0	CIV	1								
TOTAL			1								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											